

NursingCAS Instructions

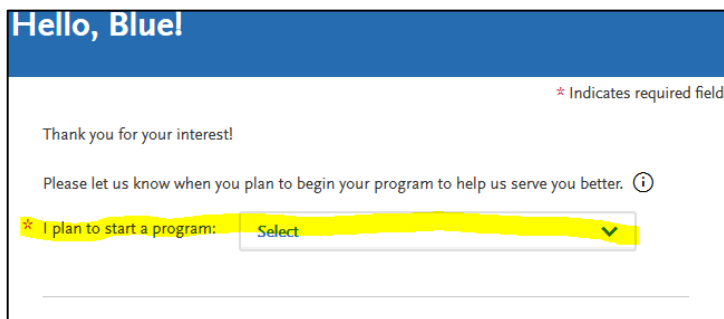
RN to BSN Application

1) Go to <https://nursingcas.liasoncas.com/applicant-ux/#/login>

2) Create an Account

3) Login and then click on “Start Your Application”

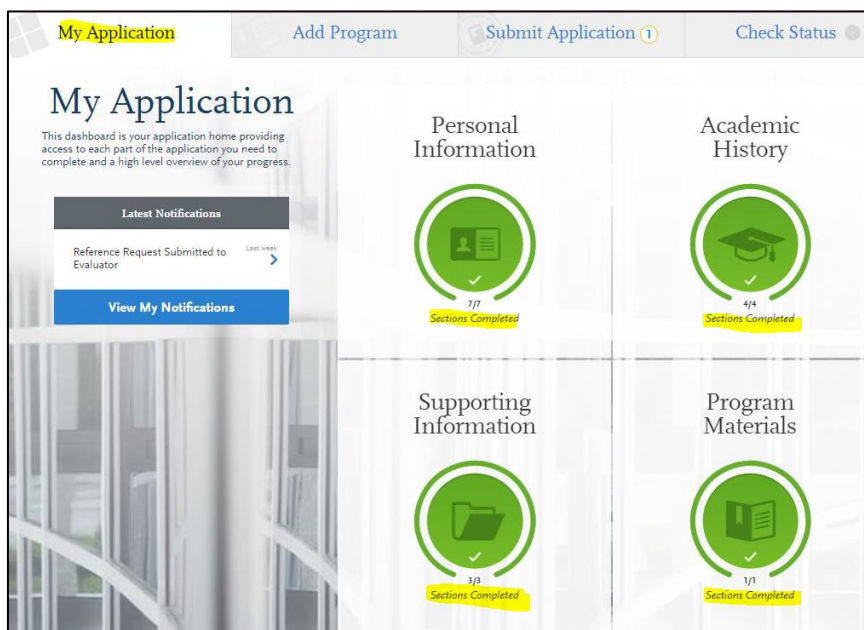
4) Select the term and year of the desired admission cycle



The screenshot shows a user interface with a blue header that says "Hello, Blue!". Below the header, there is a message: "Thank you for your interest!". A note indicates that an asterisk (*) denotes a required field. A prompt asks the user to provide their start date: "Please let us know when you plan to begin your program to help us serve you better." Below this is a dropdown menu labeled "I plan to start a program:" with the word "Select" and a downward arrow. The dropdown menu is highlighted in yellow.

5) Select “California State University, Fresno” and continue

6) Complete all 4 quadrants under the “My Application” tab.






The screenshot shows the "My Application" dashboard. At the top, there are navigation tabs: "My Application" (highlighted in yellow), "Add Program", "Submit Application" (with a notification icon), and "Check Status". The main content area is titled "My Application" and includes a brief description: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress." Below this is a "Latest Notifications" section with a notification: "Reference Request Submitted to Evaluator" and a "View My Notifications" button. The dashboard is divided into four quadrants, each with a green circular icon and a "Sections Completed" indicator:

- Personal Information:** 7/7 Sections Completed
- Academic History:** 4/4 Sections Completed
- Supporting Information:** 3/3 Sections Completed
- Program Materials:** 1/1 Sections Completed

7) Personal Information Quadrant


- Complete all sections
- Once complete, move on to the Academic History Quadrant



8) Academic History Quadrant

- **Must** complete the “High School Attended” section
 - Indicate the high school where a diploma was earned by clicking on 
 - High school transcripts are **not** required
 - Complete the section by clicking “I have Reviewed This Information”
- **Must** complete the “College Attended” section
 - Enter all colleges attended by clicking on 
 - Upload unofficial transcript for each college attended by clicking on 

****PLEASE DO NOT COMPLETE THE TRANSCRIPT REQUEST FORM TO HAVE TRANSCRIPT(S) SENT TO NURSINGCAS. UPLOAD UNOFFICIAL TRANSCRIPT(S) WHEN INSTRUCTED****

➤ Transcripts Entry (ONLY ENTER PREREQUISITE COURSES)

- Enter all completed prerequisite courses, even if you earned less than minimum ‘C’ grade, withdrew or repeated the course
- Enter all completed courses accurately within the appropriate institution where courses were completed
- To add more than one course per institution click on 
- If the institution does not list Lab course(s) separately on the transcript, you need to enter the Lab separately. See sample below for more information:

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS	*COURSE CODE	*COURSE TITLE	*SUBJECT	*CREDITS	*GRADE	CAS GRADE		
Fall	2012	Junior	Completed	CHEM 3A	Intro Gen Chem	Chemistry	4	00	A	A	
				CHEM 3A	Lab	Chemistry	0	00	CR	None	

- Enter AP credits, if applicable, correctly as seen on the sample below:

*TERM	*YEAR	*ACADEMIC STATUS	*COMPLETION STATUS	*COURSE CODE	*COURSE TITLE	*SUBJECT	*CREDITS	*GRADE	CAS GRADE	
Fall	2012	Junior	Completed	CHEM 3A	Intro Gen Chem	Chemistry	4	00	A	A
				CHEM 3A	Lab	Chemistry	0	00	CR	None
				COMM 8	Group	Communications	3	00	A	A
				MATH 11	AP STATS	Statistics	0	00	CR	None

➤ **Standardized Tests**

- Standardized tests **are not** required for the RN to BSN application. Click on “I Am Not Adding Any Standardized Tests”

Standardized Tests

Please provide information about the tests you have taken or plan to take. You may add or update submission. Once you have submitted, you will be able to add additional tests as well as update. You will not be able to update or delete completed tests.

List all the Tests that you have taken or plan to take.

For test scores, some programs require official scores such as GRE to be sent to directly from the NursingCAS. Please check with your program(s) of interest for their specific reporting requirements. To process GRE scores directly via NursingCAS please visit

https://help.liaisonedu.com/NursingCAS_Applicant_Help_Center/Sending_Your_Official_Transcript

The NursingCAS TOEFL code is #B506.

I Am Not Adding Any Standardized Tests

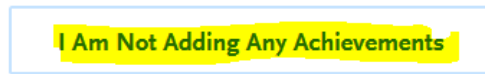
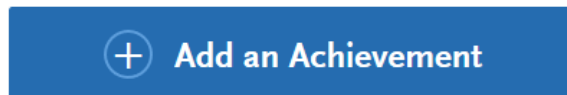
- Once section is complete, move on to the Supporting Information Quadrant

9) Supporting Information Quadrant

The School of Nursing does not require documents of Achievement, Experience, or Licensure & Certifications. Please complete sections as follows:

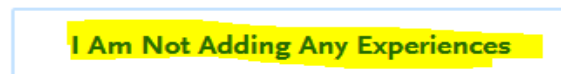
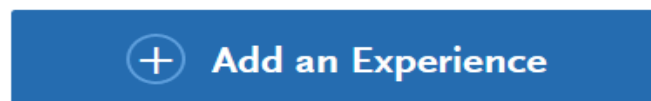
➤ Achievements

- Click “I am not Adding Any Achievements”



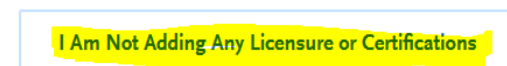
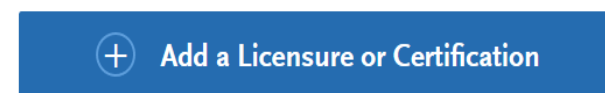
➤ Experiences

- Click on “I am not Adding Any Experiences”



➤ Licensure and Certifications

- Click on “I am not Adding Any Licensure or Certifications”



- Once section is complete, move on to the Program Materials Quadrant

10) Program Materials Quadrant

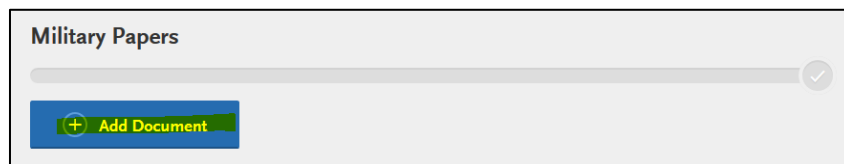
➤ Click on “RN-BSN (Term/Year)”

➤ READ “HOME” TAB THOROUGHLY AND COMPLETE ALL OTHER TABS IN THIS SECTION:

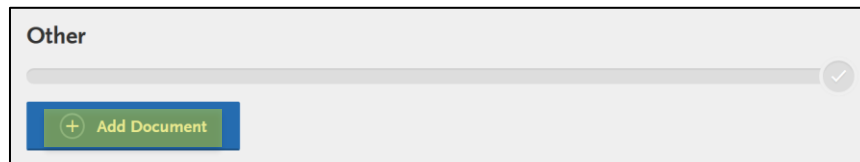


➤ Documents Tab

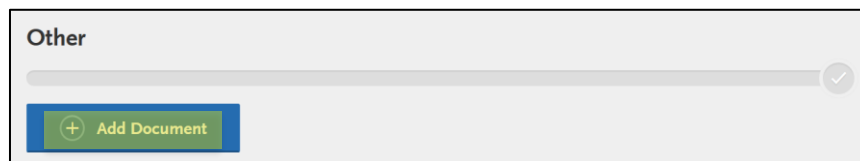
- If you are a Veteran, upload the Veteran DD214 form by clicking on “Add Document”



- Upload verification of your Associates Degree in Nursing (ADN) **and/or** a copy of unofficial transcripts showing the conferral of an AND **or** with last nursing courses in progress



- If you completed a Hybrid Science Course(s), upload an official document indicating an in-person lab was completed by clicking on “Add Document” on the “Other” section.



➤ Prerequisites Tab

- Each prerequisite section will be populated with the respective coursework entered in the Transcript Entry under the Academic History section.

- Click on **Assign Course** to populate **EACH** prerequisite course:

The screenshot shows a user interface for assigning prerequisite courses. At the top, the 'Communication' section is highlighted with a green progress bar and a checkmark. Below it, the 'English', 'Critical Thinking', and 'Statistics' sections are shown with grey progress bars and checkmarks. Each of these three sections has a blue button labeled '+ Assign Course' below it. The interface also displays 'PORTERVILLE COLLEGE', 'Course Code: COMM 8', 'Course Title: Group', and 'Grade: A'.

➤ **Questions Tab**

- Answer all questions

11) **Submit Application**

- In order to submit the application, the green check mark must appear signifying completion of all quadrants

The screenshot displays the 'Submit Application' screen for California State University-Fresno. It features the text 'California State University-Fresno' and 'Bachelors of Science, Nursing (Fall 2019)'. A blue information icon is visible. The deadline is listed as 'Deadline 03/08/2019'. A progress bar is shown with a green segment on the left and a checkmark on the right. A large yellow 'Submit' button is centered at the bottom. A circular logo for 'ON MY PROGRAM' is partially visible in the bottom right corner.

- **Select “Submit Application” tab and pay required fees. Your application is now complete.**